

PHAPlan

AnnualPlanforFiscalYear2002

DRAFT

PHAPlan

Agency Identification

PHAName: New Jersey Department of Community Affairs
Division of Housing and Community Resources
P.O. Box 051, Trenton, New Jersey 08625 -0051
PHANumber: NJ912

PHA Fiscal Year Beginning: (07/2002)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below) NJ Department of Community Affairs' Division of Housing and Community Resources' Website: <http://www.state.nj.us/dca/dhcr/dhcrhome.htm>

AnnualPHAPlan
PHAFiscalYear2002
[24CFRPart903.7]

i. AnnualPlanType:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24CFRPart903.79(r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan. The NJDCAPHA Annual Plan contains all of the Plan's required information. In addition, the Plan describes the PHA's revised policies for Selection of Households for Participation, Notice of Removal from the Waiting List, and Standards Used to Issue Vouchers. Also, Screening and Eviction for Drug Abuse and Criminal Activity.

iii. Annual Plan Table of Contents

[24CFRPart903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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11. Homeownership	32
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14. Pets (Inactive for January 1 PHAs)	N/A
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 18. Other Information Attachments nj912: a01;b01;c01; d01;e01f01;g01;h01 ;i01;j01

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
☐ FY2000 Capital Fund Program Annual Statement
☐ Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
☐ FY2000 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name) nj912a02 (Race of Families);
 nj912b02 (Family Income Levels); nj912c02 (Families with Children); nj912d02 (Elderly Families); nj912e02 (Families with Disabilities); nj912f02 (Ethnicity of Families); nj912g02 (PHA/Admin. Plan changes); nj912h02 (Screening & Eviction); nj912i02 (RAB members); nj912j02 (Public Comments).

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	Gathering information to conduct an analysis of any impediments to fair housing that may exist in the Section 8 Housing Program.
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: In process - will be distributed for public comment in early April
N/A	Most recent board -approved operating budget for the public	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing program	Financial Resources;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Draft	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies - Revision in process
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Approved 5 Year Action Plan for the Capital Comprehensive Grant Program, if not included as an attachment (HA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent,	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
N/A	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion

Housing Need of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income ≤ 30% of AMI	360,541	5	5	5	5	5	5
Income > 30% but ≤ 50% of AMI	305,922	4	4	4	4	4	4
Income > 50% but < 80% of AMI	356,586	3	3	3	3	3	3
Elderly	751,533	4	3	3	2	2	3
Families with Disabilities	841,435	5	5	4	4	3	4
Race/Ethnicity	372,638	White					
Race/Ethnicity	186,329	Black					
Race/Ethnicity	170,104	Hispanic					
Race/Ethnicity	92,894	Other					

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Division of Housing and Community Resources, Office of Research and Policy

☒ Consolidated Plan of the Jurisdiction/s

Indicate year: 2002

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2000

☒ American Housing Survey data

Indicate year: 1997

☒ Other housing market study

Indicate year: 2001 – National Low Income Housing Coalition’s Out of Reach Report

☒ Other sources: (list and indicate year of information)

NJ Department of Labor Data Center - 2000

New Jersey Department of Community Affairs, Office of Research and Policy

B. Housing Need of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing need of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA - wide waiting list administered by the PHA.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Need of Families on the Waiting List

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistan ce <input type="checkbox"/> PublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	23,351		11,625
Extremelylow income<=30%AMI	18,720	80%	
Verylowincome (>30%but<=50%AMI)	4,479	19%	
Lowincome (>50%but<80%AMI)	152	.6%	
Familieswith children	15,291	65%	
Elderlyfamilies	1,382	5.9%	
Familieswith Disabilities	6,755	29%	
Race/ethnicity Didnotanswer11,689 - 50%	Hispanic4,614 Non-Hispanic7,048	20% 30%	
Race/ethnicity	White7,611 Black12,134	33% 52%	
Race/ethnicity	AmericanIndian130 AlaskaNative	.6%	
Race/ethnicity	Asian106	.5%	
Characteristicsby BedroomSize (PublicHousing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

Housing Needsof Familiesonthe WaitingList

Is the waiting list closed (select one)? ☐ No ☒ Yes

If yes:

How long has it been closed (# of months)? various among 21 counties

Does the PHA expect to re-open the list in the PHA Plan year? ☐ No ☒ Yes

Does the PHA permit specific categories of families on the waiting list, even if generally closed? ☐ No ☒ Yes (For special population HUD designated funds)

C.Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needsof families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed -finance housing

- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special purpose voucher targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
- ☒ Apply for special purpose voucher targeted to families with disabilities, should they become available

- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☒ Other: (list below) Expand Regional Opportunity Counseling program or similar activities to other jurisdictions.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups

☐ Other:(listbelow)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant -based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)	N/A	
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	135,745,365	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self -Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	4,527,931	Tenant-Based Rental Assistance
Other Federal Grants (list below)		
HOPWA	2,443,790	Tenant-Based Rental Assistance
HOPE for Elderly	857,791	Tenant-Based Rental Assistance
Family Unification Program	3,867,618	Tenant-Based Rental Assistance
Regional Opportunity Counseling Program	657,649	Tenant-Based Rental Assistance
Perm. Hsg. For Homeless Persons with Disabilities	270,758	Permanent Housing
Section 8 Mod. Rehab.	9,259,902	Housing Assistance
Mainstream Housing Program	395,992	Tenant-Based Rental Assistance
Family Self -Sufficiency Program	99,720	FSS Coordination
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non -federal sources (list below)		
Homelessness Prevention Program	4,703,000	Rent & Mortgage Assist.
Work First NJ Housing Assist. Program	1,000,000	Tenant-Based Rent. Assist.
Women in Recovery	61,250	Supportive Services
Total resources	163,890,766	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing N/A

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility N/A

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non -income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug -related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization N/A

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
☐ PHA development/site management office
☐ Other (list below)

- c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment N/A

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☐ Two

☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences N/A

a. Income targeting:

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Occupancy N/A

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA -resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Anytime family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing N/A

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug -related activity only to the extent required by law or regulation
- ☐ Criminal and drug -related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug -related activity (list factors below)

SWICA - All applicant income is checked through the NJ Dept. of Labor

- ☒ Other (list below)

The PHA will implement a contract with First American Registry, Inc. to comply with screening regulations.

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug -related activity
☒ Other (describe below)

In accordance with program regulations, a prospective landlord will be given a household's current address and the address of the household's current and prior landlord, if known by the program. Participating owners will be provided with the forwarding address of their former Section 8 tenants if the program has the information. Other information regarding the household will not be disclosed or released outside of HUD, except as permitted or required by law.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project -based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- ☒ PHA main administrative office - The program does not require a personal appearance to the PHA to make application to the program. A public notice including the application for Section 8 housing assistance are combined and published in the newspaper with the greatest jurisdiction. In addition to the public notice, the DCAD distributes application to social welfare agencies in the county as well as to agencies serving non -English speaking persons.
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

To provide reasonable accommodation for persons with disabilities. However, search time is liberally determined on a case -by- case basis for all families and individuals. Additional time is extended for locating units in jurisdictions with low -vacancy.

(4) Admissions Preferences

a. Income targeting

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences **N/A**

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below) Household that include a person who has been determined to be disabled: head of household, spouse or family member.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences **N/A**

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contributes to meeting income goals (broad range of incomes)
- ☐ Household that contributes to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
1 Household that include a person who has been determined to be disabled.

4. Among applicants on the waiting list, if the equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

Joint announcements in collaborations with human services agencies.

4.PHA Rent Determination Policies N/A

[24CFR Part 903.79(d)]

A.Public Housing N/A

Exemptions: PHA that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent N/A

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income N/A

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2.If yesto above,list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **N/A**

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non -reimbursed medical expenses of non -disabled or non -elderly families
- ☐ Other (describe below)

e. Ceiling rents **N/A**

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high -rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents

- ☐ 75percentofoperatingcosts
- ☐ 100percentofoperatingcostsforgeneraloccupancy(family)developments
- ☐ Operatingcostsplusdebt service
- ☐ The“rentalvalue”oftheunit
- ☐ Other(listbelow)

f. Rentre -determinations: **N/A**

1. Betweenincomereexaminations,howoftenmusttenantsreportchangesinincome orfamilycompositiontothePHA suchthatthechangesresultinanadjustmentto rent?(selectallthatapply)

- ☐ Never
- ☐ Atfamilyoption
- ☐ Anytimefamilyexperiencesanincomeincrease
- ☐ Anytimefamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold)_____
- ☐ Other(listbelow)

g. ☐ Yes ☐ No: DoesthePHAplantoimplementindividualsavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreases inthenextyear?

(2)FlatRents **N/A**

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuse toestablishcomparability?(selectallthatapply.)

- ☐ Thesection8rentreasonablenessstudyofcomparablehousing
- ☐ Surveyofrentslistedinlocalnewspaper
- ☐ Surveyofsimilarunassistedunitsintheneighborhood
- ☐ Other(list/describebelow)

B. Section8Tenant -BasedAssistance

Exemptions: PHAsthadnotadministerSection8tenant -basedassistancearenotrequiredto completesub -component4B. **Unlessotherwise specified,allquestionsinthissectionapplyonlyto thetenant -basedsection8assistanceprogram(vouchers,anduntilcompletelymergedintothe voucherprogram,certificates).**

(1)PaymentStandards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) N/A

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rate of assisted families
- ☒ Rent burden of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows: The Department of Community Affairs administers a statewide Section 8 Housing Program using a system of 18 field offices throughout the State. Field offices are staffed with professional, technical and clerical employees who are responsible for assisting families in the area covered by the office. These offices select families from the waiting list, conduct interviews, conduct housing inspections and verify the income and family composition of each assisted family. Five regional supervisors provide guidance and supervision to the field supervisors. The central administrative office is located in Trenton. It processes all housing assistance payments to landlords, and provides administrative support to all field offices, field office supervisors and their staffs.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	15,655	1,250
Section 8 Certificates		
Section 8 Mod Rehab	1,399	112
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Family Unification	425	26
HOPE for Elderly	220	13
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)		
HOME	152	9

HOPWA	383	23
Perm.Hsg.forHomeless PersonsW/Disabilities ShelterPlusCare	16 30	9 2

C.ManagementandMaintenancePolicies

ListthePHA'spublichousingmanagementandmaintenancepolicydocuments,manualsandhandbooks thatcontaintheAgency'srules,standards,andpolicies thatgovernmaintenanceandmanagementof publichousing,includingadescriptionofanymeasuresnecessaryforthe preventionoreradicationof pestinfestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8 management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

(2)Section8Management:(listbelow) -PHAAdministrativePlan

6. PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenot required to complete component 6.
Section8 -OnlyPHAsareexemptfromsub -component6A.

A. PublicHousingN/A

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFRPart966, SubpartB, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR982.555

If yes, list additions to federal requirements below:

No additions to Federal regulations.

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs N/A

[24CFRPart903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities N/A

Exemptions from sub-component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement N/A

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD Form 52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2) Optional 5 -Year Action Plan N/A

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD Form 52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP Optional 5-Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund) N/A

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☐ No: a) Has the PHA received a HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?
If yes, list development name/s below:

- ☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-use financed development activities for public housing in the Plan year?
If yes, list developments or activities below:

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition N/A

[24 CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description N/A	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities N/A

[24 CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is

eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description N/A	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance N/A

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless

eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description N/A	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHA** may skip to component 12.)

2. Program Description: See (Chapter 5) Administrative Plan

a. Size of Program

- ☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26- 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA -established eligibility criteria

- ☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below: See Administrative Plan - Chapter 5, pages 5-2 through 5-11 which may be accessed at the NJ Department of Community Affairs' Division of Housing and Community Resources' website: www.state.nj.us/dca/dhcr/dhcrhome.htm. This was approved in the Year 2001 PHA Plan.

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 07/01/99

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☒ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self -sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☐ Partner to administer a HUD Welfare -to-Work voucher program
- ☒ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non -housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☒ Other policies (list below)

Administer a Regional Opportunity Counseling (ROC) program and Family Self-Sufficiency (FSS) program.

b. Economic and Social self-sufficiency programs

☐ Yes ☒ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self-Sufficiency program/s

a. Participation Description

Family Self-Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	Program has met required # of participants - 1,425	1,219

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address

the steps the PHA plan to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions N/A

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and training staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures N/A

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year N/A

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police N/A

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☐ Police provide criminal data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan **N/A**

PHA eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management **N/A**

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the .
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (Filename) nj912g01 and
- ☒ Provided below: Resident Advisory Board/s? The Resident Advisory Board reviewed the PHA Plan/Administrative Plan revised policies on Selection of Households for Participation, Screening and Eviction Standards for Drug Abuse and Other Criminal Activity and several discretionary policies and approved the changes. In addition to the approved PHA/Admin. Plan changes, the RAB was concerned that the rule for "Screening and Eviction Standards for Drug Abuse and Other Criminal Activity" is an invasion of privacy. The PHA and RAB had an extensive discussion regarding the rule, and the RAB agreed to the policy proposed by DCA, and attached hereto as Attachment H, nj912h -01. Also, regarding Selection of Households for Participation, the RAB suggested the following addition: "...all required documentation be provided by applicants within 15 **business** days". The DCA will add the "business" to the sentence.
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
- List changes below:
- ☒ Other: (list below) PHA met with RAB to discuss proposed plan changes on January 7, 2002 and on March 25, 2002. Each PHA Plan/Administrative Plan change was thoroughly discussed with the Board and PHA staff. The RAB approved the Plan for 2002.

B. Description of Election Process for Residents on the PHA Board

1. ☐ Yes ☐ No: Does the PHA meet the exemption criteria provided in section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☐ No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe)
Board Members selected by peers.. Listing of members: Attachment nj912i01

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☒ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☒ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
State of New Jersey, Department of Community Affairs

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of need on families in the jurisdiction on the need expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- DCA has selected preferences under the HOME program consistent with identified needs in the State's Consolidated Plan and also administers HOPWA, HOPE for Elderly Independence, Family Unification, Transitional Housing and the Shelter Plus Care Program to address those needs.
- ☒ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

As a result of the jurisdiction support for the Section 8 program and PHA plan, the program has obtained Security Deposit funding from the HOME program for elderly individuals and those with disabilities.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A	nj912a -01	Race of Families on Waiting List
Attachment B	nj912b -01	Family Income Level of Applicants on Waiting List
Attachment C	nj912c -01	Families on Waiting List with Children
Attachment D	nj912d -01	Elderly Families on the Waiting List
Attachment E	nj912e -01	Families with Disabilities on the Waiting List
Attachment F	nj912f -01	Ethnicity of Families on the Waiting List
Attachment G	nj912g -01	Revisions to PHA/Administrative Plans
Attachment H	nj912h -01	Proposed Screening and Eviction Standards for Drug Abuse and Other Criminal Activity
Attachment I	nj912i -01	RAB Members
Attachment J	nj912j -01	Public Comments to PHA/Administrative Plans

AttachmentE

FAMILIESWITHDISABILITIESONTHEWAITINGLIST

REPORTDATE2/28/02

Nj912e-01

ATLANTIC	135
BERGEN	228
BURLINGTON	565
CAMDEN	577
CAPEMAY	34
CUMBERLAND	379
ESSEX	40
GLOUCESTER	459
HUDSON	360
HUNTERDON	19
MERCER	244
MIDDLESEX	551
MONMOUTH	304
MORRIS	69
OCEAN	246
PASSAIC	1317
SALEM	114
SOMERSET	37
SUSSEX	325
UNION	404
WARREN	348
TOTAL	6755

AttachmentB

FAMILYINCOMELEVELSOFAPPLICANTSONWAITINGLIST**REPORTDATE2/28/02****Nj912b-01**

COUNTY	EXTREMELYLOW	VERYLOW	LOW
Atlantic	535	308	21
Bergen	696	188	10
Burlington	1301	449	7
Camden	1881	362	7
CapeMay	64	65	1
Cumberland	632	203	10
Essex	640	5	0
Gloucester	590	82	1
Hudson	930	266	16
Hunterdon	114	23	1
Mercer	760	172	4
Middlesex	1780	286	2
Monmouth	359	55	33
Morris	339	93	2
Ocean	1379	370	2
Passaic	3302	926	16
Salem	340	66	4
Somerset	419	2	0
Sussex	700	154	11
Union	1228	216	1
Warren	731	188	3
TOTAL	18720	4479	152

AttachmentC
FAMILIESONWAITINGLISTWITHCHILDREN

REPORTDATE2/28/02

Nj912c-01

ATLANTIC	630
BERGEN	526
BURLINGTON	933
CAMDEN	1716
CAPEMAY	70
CUMBERLAND	541
ESSEX	498
GLOUCESTER	357
HUDSON	869
HUNTERDON	96
MERCER	695
MIDDLESEX	1268
MONMOUTH	247
MORRIS	295
OCEAN	865
PASSAIC	3084
SALEM	278
SOMERSET	356
SUSSEX	496
UNION	923
WARREN	548
TOTAL	15291

AttachmentD
ELDERLYFAMILIESONTHEWAITINGLIST

REPORTDATE2/28/02

nj912d-01

ATLANTIC	38
BERGEN	104
BURLINGTON	86
CAMDEN	88
CAPEMAY	11
CUMBERLAND	51
ESSEX	18
GLOUCESTER	41
HUDSON	100
HUNTERDON	8
MERCER	21
MIDDLESEX	94
MONMOUTH	26
MORRIS	28
OCEAN	68
PASSAIC	197
SALEM	20
SOMERSET	18
SUSSEX	74
UNION	173
WARREN	118
TOTAL	1382

AttachmentA
RACEOFFAMILIESONWAITINGLIST

Nj912a-01

REPORTDATE2/28/02

COUNTY	WHITE(1)	BLACK(2)	AMERICAN INDIAN/ALASKAN NATIVE(3)	ASIAN (4)	DIDNOT ANSWER
Atlantic	151	613	8	5	87
Bergen	264	432	8	9	175
Burlington	749	788	11	2	167
Camden	227	1657	14	4	349
CapeMay	58	39	1	0	11
Cumberland	179	492	8	2	168
Essex	57	545	0	0	46
Gloucester	217	346	7	2	100
Hudson	330	482	3	14	389
Hunterdon	59	62	0	0	17
Mercer	271	598	1	4	70
Middlesex	910	836	9	7	315
Monmouth	154	225	4	5	59
Morris	187	193	1	2	52
Ocean	1304	320	5	4	129
Passaic	1006	2521	23	23	721
Salem	98	277	1	1	41
Somerset	110	237	0	0	74
Sussex	440	287	9	10	119
Union	335	864	10	4	188
Warren	505	320	7	8	93
TOTAL	7611	12134	130	106	3370

AttachmentF
ETHNICITYOFFAMILIESONWAITINGLIST

REPORTDATE2/28/02

Nj912f-01

COUNTY	HISPANIC	NON-HISPANIC	DIDNOT ANSWER
ATLANTIC	121	181	562
BERGEN	187	200	501
BURLINGTON	175	831	711
CAMDEN	310	422	1519
CAPEMAY	26	30	53
CUMBERLAND	186	154	509
ESSEX	31	580	37
GLOUCESTER	84	156	432
HUDSON	557	107	554
HUNTERDON	107	8	23
MERCER	366	92	486
MIDDLESEX	340	533	1204
MONMOUTH	60	114	273
MORRIS	293	35	107
OCEAN	116	865	781
PASSAIC	1230	1607	1457
SALEM	46	71	301
SOMERSET	59	201	161
SUSSEX	149	363	353
UNION	34	59	1308
WARREN	137	439	357
TOTAL	4614	7048	11689

Nj912g-01
Proposed Changes PHA Plan/ Administrative Plan
Effective On July 1, 2002

Chapter 1 Administrative Authority

A definition of *Applicant break* -up was added to page 1 -2. This definition is similar to the definition of *Family break* -up on page 1 -4.

Chapter 2 Performing Outreach to Eligible Households

A revised copy of the *Application for Section 8 Housing Assistance* is included as Exhibit 2 -2. Deleted are the questions concerning the "federal preferences" and added is a statement about the requirement to verify citizenship or eligible immigration status.

Chapter 4 Processing Applications and Determining Eligibility

A Notice of Removal From the Waiting List (Exhibit 4 -1) will be sent by regular mail, not by certified mail. The application and related items will be kept for 3 -years in accordance with §982.158, Program accounts and records.

This section on "Screening and Eviction Standards for Drug Abuse and Other Criminal Activity" was added to page 4 -2.

Chapter 5 Selection of Households for Participation

The program's selection policy was revised to a simpler 3 -tiers system:

1. Special admissions;
2. Household that include a person with disabilities; and
3. No preference.

"Residency" is a secondary preference and is used to further rank tier 2 and tier 3 applicants.

Applicants selected from the waiting list must provide all required documentation within 15 days. The previous standard allowed for more time (30 days) because of the complexities of our previous selection policy.

Information about the Home ownership Program was added to page 5 -2.

Chapter 6 Computing Family Rent to Owner

Worksheets for the Certificate Program were removed because this program was terminated.

Chapter 7 Briefing Families

On page 7 -4, item 6 was revised to address "other criminal activity" based upon the changes to §982.551, Obligations of participant. Item 7, concerning abuse of alcohol, was added. A request for an exception to the subsidy standards used to issue vouchers (see table on page 7 -6) will be considered by the field office supervisor. The table listing the exception policy subsidy standards is found on page 7 -7.

A request for an extension of the term of a voucher must be in writing and it will be considered for any family that makes an effort to locate suitable housing not just for disabled families, elderly families or very large families (see page 7 -8).

Chapter9 ApprovingLeasesandExecutingContracts

On page9 -5, the instruction for completing the *Certification of Rent Reasonableness* form was revised. In accordance with §982.508(b) *Comparability*, only gross rents for comparable unassisted units in the community are cited, not other units in the premises. By accepting the monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises.

A request for approval of an exception payment standard amount above 110 percent to 120 percent of the Fair Market Rent (FMR) is subject to the review of the HUD -Newark office (Exhibit9 -8). Previously, the DCA would consider an exception payment standard amount up to 110 percent of the FMR as a reasonable accommodation. Now that the payment standard amounts are set at 110 percent of the FMRs, this policy had to be revised. By regulation (982.503(b)), the program must set the payment standard amounts between 90 percent and 110 percent of the FMR; this is called the "basic range."

Chapter12 ProvidingHousingInformationandServices toApplicantsandParticipants

Information about home ownership opportunities is now located in Chapter 5.

Chapter15 AdjustingContractRents

Exhibit15 -2, *Housing Assistance Payments Contract Amendment*, was removed because it is included as Exhibit9 -5.

Exhibit15 -3, Calculation of Special Adjustment Rate was removed. This worksheet only applied to the Certificate Program, which is terminated.

Chapter16 InformalReviewandInformalHearingProcedures

Exhibit16 -7, Confirmation of Household's Request to Withdraw From the Program, was revised by deleting reference to the household's opportunity for an informal hearing. An informal hearing is required (see §982.555) if the program terminates a household "because of the family's action or failure to act." In the case of a family voluntarily withdrawing from the program, the family's actions or failure to act with regard to the "obligations of participant" and grounds to terminate assistance are not a factor in the termination of housing assistance.

Chapter17 PaymentStandardAmounts

On page17 -2 reference is made to case -by-case requests to the HUD -Newark office for approval of an exception payment standard amount for a family that includes a person with disabilities as a reasonable accommodation. However, HUD approval of an exception payment standard amount for designated part of the FMR area is not requested on a case -by-case basis and this was deleted. A request for an "exception area" is subject to the requirements of 982.503(c) and if approved applies to all units, or to all units of a given size, in the exception area.

AppendixA Determination of Family Rent to Owner

Income exclusions (p), (q) and (r) were added to the list on page 4.

SCREENING AND EVICTION STANDARDS FOR DRUG ABUSE AND OTHER
CRIMINAL ACTIVITY

The following mandatory requirements concern criminal activity and admission or participation in the Section 8 Housing Choice Voucher program. [24CFR 982.551; 982.552; 982.553; 982.554]

-- The Department of Community Affairs (DCA) will deny admission of an applicant and terminate assistance of program participants for three years if any household member was evicted from federally assisted housing for drug related criminal activity. The three years begins on the date of the eviction.

-- The DCA will prohibit admission to an applicant or terminate assistance of program participants if any household member has ever been convicted of drug related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

-- The DCA will deny admission or terminate assistance if any household member is currently engaging in use of a drug or if the PHA has reasonable cause to believe that a household member's illegal use or pattern of illegal use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

-- The DCA will prohibit admission of a household that has a member who is subject to lifetime registration as a sex offender under a State registration program.

-- The DCA will carry out sex offender registration checks in the state in which the housing is located and any state in which the members of the applicant household are known to have resided.

-- The DCA will deny admission or terminate assistance if there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or peaceful enjoyment of the premises by other residents.

-- The DCA will prohibit admission if any household member is currently engaged in or has engaged in during a reasonable time before admission drug related criminal activity, violent criminal activity, other criminal activity which may threaten the health safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity, or threaten the health or safety of the owner or the PHA staff.

The PHA has established three years, as a "reasonable time" in which the applicant must not have engaged in these activities before admission.

The PHA will admit an applicant if a family member is no longer engaged in criminal activity. Sufficient evidence that the person is no longer engaged in the activity may include a personal certification along with supporting documentation from a probation officer, landlord, neighbors, social service workers, and a review of verified criminal records.

When denying or terminating assistance, the PHA will consider all relevant circumstances including the seriousness of the case, the extent of the participation by the individual family member, any mitigating circumstances related to the disability of a family member and the effects denial or eviction would have on the family members not engaged in the activity.

The PHA **reserves the right to require** the household to exclude the offending family member in order to continue receiving assistance.

The PHA **will consider** participation in or completion of a supervised drug rehabilitation program if denial or termination of tenancy is based on illegal use of drugs or alcohol abuse and the family member is no longer engaged in the behavior.

The PHA **will require** the applicant or participant to submit written certification of rehabilitation.

If the family includes a person with disabilities, the PHA decision is subject to consideration of **reasonable accommodation**.

Terminating Tenancy - Required Actions

The PHA **will immediately terminate assistance** if they determine that any household member has ever been convicted of drug-related criminal activity for **manufacture or production of methamphetamine on the premises of federally assisted housing**.

The PHA **will immediately terminate assistance** for a family if it is determined that any household member is currently engaged in any illegal use of a drug, or a pattern of illegal use of a drug that **interferes** with the health, safety or right of peaceful enjoyment of the premises by other residents.

The PHA **will immediately terminate assistance for a family** if it determines that a household member's abuse, or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

The PHA will terminate assistance for criminal activity based on a **“preponderance of the evidence”**, that a household member has engaged in the criminal activity regardless of whether the household member has been arrested or convicted for such activity.

Access To Criminal Records

The PHA has the authority to obtain criminal conviction records from the National Crime Information Center (NCIC), police departments, other law enforcement agencies and other sources such as the internet or private databanks.

To obtain criminal history records, **every** applicant family member over the age of 18 **must sign** a release form for the search of criminal records.

The PHA **may not** use criminal conviction records for lease enforcement or eviction of residents receiving **Section 8 tenant-based assistance** but may use the information for screening applicants to the program.

The PHA **must ensure** that any criminal records received by the PHA under the regulatory provisions is 1) maintained confidentially; 2) not misused or improperly disseminated; and 3) destroyed once the purpose for which the record was requested has been accomplished.

Before denying admission or terminating tenancy, the PHA **must provide** the subject of the record, (and the applicant or the household) with a copy of the criminal conviction record. The PHA **must** notify the family of the proposed action, and **must** provide the family an opportunity to contest the accuracy and relevance of the information.

The PHA **may not** pass along to the applicant the costs of a criminal records check.

All screening and termination of assistance procedures shall be administered fairly, and in such a way as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, handicap/ disability, or gender, and in accordance with Chapter 16, "Informal Review Procedures for Applicants and Hearing Procedures for Participants". All screening activities will be conducted at the Central Administrative Offices of the DCA in Trenton, N.J.

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RESIDENT ADVISORY BOARD**

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NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING AND COMMUNITY RESOURCES

nj912j-01

Public Comments - PHA/Administrative Plans

Comments on the Annual Plan - the Template

Comment1: Page 7 - Housing Needs of Families on the Waiting List. DCA states that it expects to "reopen the list." It should specify whether it will open the waiting lists in all counties, and if only some counties, identify them.

Response: DCA always announces the opening of the waiting lists. Waiting lists are opened on an as-needed basis.

Comment2: Page 7 - Maximize the number of affordable units available to the PHA within its current resources: Strategy 1

References should be made to applying to HUD to raise the payment standard to 120% of FMR and above where appropriate.

Response: DCA analyzes Gross Rents and Rent Burdens of participants on a regular basis. Statewide, only 12% of families are above the Payment Standard. There are specific problem areas in Hudson and Somerset counties which draw further analysis and if appropriate, action to reduce the cost burden.

Comment3: Page 8, Strategy 1: Target available assistance to families at or below 30% of AMI. The goal to "adopt rent policies to support and encourage work," should be spelled out.

Response: Although this had been inadvertently selected since we are an income-based program and do not participate in adopting specific rent policies, we do encourage participation in, and intend to expand our Family Self-Sufficiency Program which provides economic counseling to maximize employment opportunities.

Comment4: Page 9, Specific Family Types: Races or ethnicities with disproportionate housing needs

- a. Strategy 1. The Plan should spell out an affirmative marketing strategy to those who have disproportionate housing needs.

Response: Efforts include notifying community-based organizations, churches, public housing authorities, employment centers, fair housing groups and housing counseling agencies. In addition, the DCA maintains housing directories in each of its Section 8 Housing Program Field Offices which are updated on a continual basis. Further, DCA established a Landlord Liaison Office to coordinate landlord outreach with housing needs identified by participants and local agencies.

- b. Strategy 2. The Plan should state how DCA would counsel tenants to location of units outside of areas of poverty or minority concentration, in those areas where the ROC program exists, and in those areas in which it does not.

The ROC program should be expanded to the entire state.

Response: The Regional Opportunity Counseling Program closely coordinates housing relocation assistance, housing counseling, tenant education and landlord outreach (in conjunction with the program's Landlord Liaison Office). Contacts with community-based agencies have helped to establish a referral resource for case management, job readiness and supportive services for participants.

All participants are briefed as to what they can afford for rent and help families to determine what neighborhoods are most likely to increase their housing, educational and employment opportunities. Additionally, linkage to community-based agencies are an established practice of each field office. We will assess the accomplishments of the ROC program to determine its future direction.

Note: As noted, DCA should apply to HUD to raise the payment standard to 120% of FMR and above where appropriate.

Response: See Comment 2 above.

Comment 5: p.17(2) - waiting list organization. Where may interested persons apply _____. The plan states that persons may apply at the PHA main administrative office. This should be clarified to show that it does not require a personal appearance. It should set forth the application process, a _____ and selection for the program should ultimately be determined by a lottery.

Response: DCA will add the statement that the program does not require a personal appearance to make application to the program and will cite the application process.

Regarding a lottery selection process, the DCA had previously made the decision that applicant selection will not be determined by the lottery method, based on a unanimous decision of its Resident Advisory Board.

Comment 6: p.17(3) - Search time. The plan is confusing in that it is checked no, but then goes on to state the situations in which extensions are granted. This should be liberalized to reflect changes in QHRA. The plan should take note that the 120 day limit on search time has been eliminated _____. The search time should be extended as long as the person is actively looking for a unit, and time beyond 120 days should routinely be granted to all families.

Response: The "no" check was a typographical error and has been corrected. Search time beyond 120 days is liberally determined on a case-by-case basis for **all families and individuals**.

Comment 6 (cont'd.): There is further seeming contradiction caused by the DCA document, entitled "Proposed Changes to the Administrative Plan To Be Effective on July 1, 2002," which states:

A request for an extension of the term of a voucher must be in writing and it will be considered for a family that makes an effort to locate suitable housing not just for disabled families, elderly families or very large families.

Response: The previous responses should eliminate the contradiction.

Note: See also comment 8...below. (Administrative Plan)

Comment 7: P.18, No.2 - admission preferences. We would not eliminate the former federal preferences. The federal preferences should remain to ensure that the most disadvantaged and the most needy receive Section 8 housing. DCA is free to retain the federal preferences, and there is no statutory or regulatory mandate to eliminate them.

Response: Over the past few years DCA has realized that the current system of admission preferences is unproductive. As a result of retaining the former federal preference system, most applicants who claim preferences during the application period cannot substantiate these claims when assistance becomes available. The DCA Section 8 Program consistently provides assistance to the most disadvantaged individuals. Between 81 and 83 percent of assistance is provided on a consistent basis to households that are in the designated "very-very low-income limit" category. Further, the program continues to prioritize disabled households and the PHA's various other programs such as HOME, HOPWA (Housing Opportunities for Persons With HIV/AIDS), FUP (Family Unification Program), HOPE for Elderly Independence, Shelter + Care for Homeless Persons With Disabilities, and Homelessness Prevention Program provide assistance to vulnerable and needy, diverse households.

The program will carefully monitor the modification to the program admissions during the next year to ensure the effectiveness of the change.

Comment 8 : Page 19 – No. 4. As noted, the lottery should be the method of selection. Thus people who do not see or hear of the initial advertisements, or whom they may be out of the state or country when they occur, would still have an equal chance to obtain a voucher. See comment 3 at p. 3.

Response: A response to a lottery method of selection was previously discussed and noted. The New Jersey Department of Community Affairs provides a prior 30 -day notice to agencies in a jurisdiction where a waiting list will be opened. Further, the DCA disseminates the information to representatives of its Resident Advisory Board who can notify residents in their jurisdictions. Additionally, the Section 8 Program will also post an announcement of application intake for the respective county on the DCA website.

Comment 9: Page 22 – B.(1) Payment Standards. DCA has noted in its administrative plan that it may seek to establish payment standards in the “upper range” (110% to 120%) as a reasonable accommodation, or for an exception area to address the higher cost of housing in the area. The plan further notes that DCA will apply to HUD for exception rents exceeding 110%. We would go further and ask that DCA examine all rental markets in the state to determine, and apply for exception rents in excess of 120% if appropriate. 24 C.F.R. § 982.502 (c)(3). According to a recent study, “Out of Reach,” by the National Low Income Housing Coalition, New Jersey is the third highest rental housing market in the country. Raising the payment standard, will help towards satisfying the obligation to affirmatively further fair housing, increase housing choice, and to assist families in moving outside of areas of racial and economic concentration in accordance with goals set forth elsewhere in the plan. See comment on page 13 below.

Response: The DCA will examine the counties with the highest cost housing and seek to address this matter by proposing the establishment of higher payment standards exceeding 120% if appropriate, in these areas.

Comments on the Administrative Plan

Comment 1 : Page 1 -3. Definition of exception rents. See comment 9, pp. 2 -3 above.

Response: The administrative plan Page 1 -4 (not 1 -3) will be changed to reflect response in Comment 9 above.

Comment 2 : Chapter 2. “Performing Outreach to Eligible Households.” It is proposed that Exhibit 2, the Application for Section 8 housing eliminate questions concerning “federal preferences.” As noted, we request that the federal preferences be retained.

Response: The DCA does not intend to retain the former “federal preferences” in its system of admission preferences to the program, as indicated in Comment 7 above.

Comment 3 : Exhibit 2 -1 – Public Notice.

a. The Notice states that “because of limited funding only the first two hundred applications (200) will be accepted.” We propose instead that a selection lottery should be adopted. A four-week period for submission of applications should be established, followed by a lottery conducted without reference to when during the 4 -week period an application was received. This will enhance the fairness of the system, especially for those who can’t read the paper, or who have limited contacts with organized groups, or who need help completing the application, etc. A lottery selection system is in place in some authorities. Therefore a public notice should not be limited to the first 200 applications.

(-3-)

Response to Comment 3a : The DCA had previously made the decision that applicant selection will not be determined by a lottery method, based on a unanimous decision of its Resident Advisory Board. The public is notified 30 days prior to the publication of the waiting list opening by providing notification to agencies, organizations and resident advisory board members.

b. In addition, all public notices should be in Spanish.

Response to Comment 3b.: The DCA agrees with this comment and will publish all public notices in Spanish.

Comment 4 : Processing Applications and Determining Eligibility.

a. The document entitled "Proposed Changes" states that a notice of removal is at Exhibit 4 -1. In the draft we have, it is a 4 -3. The proposed change states that the notice will be sent by regular, not certified mail. We feel it should be sent by both methods, and in addition that the applicant be called, if a telephone number is on file. Applicants spend a long time on the waiting list for desperately needed housing, and every effort should be made to locate them before the serious step of removing them from the waiting list. Indeed, Code G, page 4 -12, notes efforts to contact an applicant by phone.

Response to Comment 4a.: Exhibit 4 -3 is correct. The reference to "Exhibit 4 -1" was a typographical error. It is the practice of the DCA to make every possible effort to contact applicants that do not respond to mail notices. Restoration to the waiting list is conducted in a flexible, consistent manner for all applicants that may be removed from the list.

Comment 4b: b. Page 4 -12 – Exhibit 4 -3, Code G. We support the procedures stated by the words "by telephone or through a referring agency." However, the term "referring agency" should be expanded, and a policy should be developed to capture information on agencies that are working with the applicant, if this has not already been done.

For example, at the initial interview applicants should be asked for phone numbers and the names of agencies, which provide services and will know how to get in touch with them. This would be helpful in general as poor people tend to move for a variety of reasons, and particularly helpful to the homeless and persons with disabilities. However, these agencies, which provide services, may or may not be "referring agencies," as the applicant may have applied on his/her own, or with the assistance of another person. Therefore we request that Code G be amended with words to the effect that we have been unable to contact you "by telephone or through the agencies you listed with (or gave) us."

Response to Comment 4b: The term "referring agency" will be changed to read "community-based" agency. Code G will be amended to reflect this comment. Also, the revised program application form does request the identification of another contact person.

Comment 5: . Selection of households for participation .

As noted, we support the continuation of federal preferences.

Second there is a seeming contradiction in the DCA plans. The template states that the goal is to "exceed HUD federal targeting requirements for families at or below 30% of AMI..." Annual Plan, Template, page 8, "Families at or below 30% of median," Strategy 1. We applaud this goal, and believe that the need justifies it.

In contrast the Administrative Plan section, "Selection of Households for Participation," states that "(t)he selection process begins with the regulatory requirement that not less than 75% of the households admitted to the Housing Choice Voucher Program from the program's waiting list must be extremely low-income

households.” Page 5 -1. This does not repeat the goal of exceed the federal targeting standard, and indeed suggests that merely meeting the requirement would be satisfactory. DCA should resolve this, and the goal of exceeding the federal targeting standard should be worked into the “Selection of households for participation” section.

Response: The first sentence of the “Selection of Households for Participation” (page 5 -1) simply states the regulatory requirement. The program does monitor the income targeting on a quarterly basis and over the past year we have determined that we exceed the federal target standard on a consistent basis. The goal of exceeding the federal targeting standard will be stated.

Comment 6 : Briefing Families, Page 7 -1. Franklin Towers is an extremely important case, and since many landlords reject Section 8 families, the enforcement of Franklin Towers should be a front and center policy for DCA.

For example, families should be briefed on Franklin, and should be given a letter explaining the decision, to take with them when they go out to search for an apartment.

DCA must make referrals to Legal Services when families are rejected.

The orientation of staff, page 7 -2, should include more than a cursory summary of Franklin Towers, but some training on it. That should not be time consuming.

Families should be briefed on exception rent policies.

Response: The DCA agrees with the above comments regarding Franklin Towers and will ensure that they are implemented. Also, families are briefed on exception rent policies.

Comment 7: Exception Policy Subsidy Standards, p. 7 -7. There should be an exception policy for smaller units that would enable clients to have more choice. This is as long as the square footage of the space is large enough.

Response: An exception policy is not required for a household to select a smaller sized unit than authorized by the voucher as long as the unit is not overcrowded. (See “Standards Used to Determine Acceptability of Unit Size” on page 8 -4)

Comment 8: Extension of Term of Voucher, pages 7 -7 -7 -8. There is no longer a 120 cap on searching for an apartment. The elimination of the cap was a major step towards recognizing the difficulty that tenants have in finding units in a tight housing market.

The “Proposed Changes” document states that “(a) request for extension of a term of a voucher . . . will be considered for any family that makes an effort to locate suitable housing not just for disabled families, elderly families, or very large families.” This, proposed change, however, is not clearly written into the plan, at least the plan we have. First, while we see references to disabled families, we see nothing with respect to elderly or very large families.

Second, it must be made clear that “any family” can get extensions beyond the 120 days. The only clear reference to extensions beyond 120 days is with disabled families.

We recognize that the plan states that “extensions of up to sixty days each will be authorized . . .,” and that this implies that there could be extensions beyond 120 days, but it should be made clear that there is no longer a 120 cap, and that extensions beyond that can be granted.

The Plan provides that extensions will be granted if there is a written request, the

household contact the program representative each week, and the household show that effort have been made to locate housing. (par. 3). Clients should not be turned down because they haven't applied in writing, or fail to contact a representative every week. Clients may not do this, yet still be diligently searching. Oral requests for more time, and less stringent reporting requirements should be established. Extensions should be granted as long as the client can demonstrate a good faith effort to find housing.

The plans should also provide for a DCA housing search mechanism or project to aid those applicants who are having difficulty in finding an apartment. Indeed this would seem to be required by that aspect of the DCA plan (required by federal regulation) to affirmatively further fair housing. As noted, DCA should also assist tenant in securing their rights under the Franklin Towers decision as set forth above.

Response: Additions beyond 120 days will continue to be granted on a case-by-case basis. Extensions are flexible and the program does inform all households that extensions may be granted beyond 120 days. The current Plan indicates that any family will be considered for an extension of the term of the voucher while seeking suitable housing. The Resident Advisory Board is in agreement with this policy.

Comment 9 : Security Deposits. Security deposits should be available to anyone who cannot afford them, not just those who are disabled and on Work First.

Response: The program will expand the availability of Security deposit assistance to a broader population.

Comment 10: "Exception Payment Standard Amount as a Reasonable Accommodation." As noted DCA should examine housing costs to determine whether DCA should apply to HUD for a payment standard in excess of 120% of FMR. 24 C.F.R. § 982.502(c)(3).

Response: This comment has previously been noted.

Comment 11: Informal Review and Hearing Procedures. Page 16 -23; Exhibit 16 -14.

a. The Guidelines for submission of evidence states before an informal hearing that a participant has the right to examine documents from the household's central file or the field office. The applicants should have the right to examine documents from both the central and field offices, and the applicants should be advised of that.

b. Clients should be allowed to obtain these documents upon verbal request. At the very least there should be a request for discovery form directed to DCA, corresponding to the request for discovery form directed to the household, Exhibit 16 -15.

Response to Comment 11a.: Exhibit 16 -14 will be revised to read that a participant has the right to examine any document from the household's central office file and the field office file.

Response to Comment 11b.: Exhibit 16 -15 specifically states that the form letter may be used by a program participant.

